External Affairs Intern (**Project Management**)



Project Title	External Affairs Intern (Project Management)
Project Summary	External Affairs Interns receive projects from program offices across the VA and connect them to DME interns. They also manage these projects ensuring they have adequate resources and defined deadlines. Finally they lead projects through to the delivery of a quality product.
Country	United States

Project Description

Project Description

The VA Digital Media Engagement (DME) Team's External Affairs Interns receive projects from across the VA and connect them to DME interns. DME External Affairs Interns are expected to use effective communication, project management and writing skills to lead projects through to completion in a timely manner while ensuring customer satisfaction.

Some responsibilities of an External Affairs intern include managing incoming requests from various VA program offices and relaying them to other DME department heads to find interns to fulfill them. External Affairs Interns will also ensure that project requirements, deadlines and deliverables are clearly defined and explained to the interns completing them. External Affairs Interns will monitor progress on projects, recording metrics and providing updates to program offices on the status of work. After obtaining the finished project from other DME interns, External Affairs Interns will be required to perform quality control on the product. Finally, External Affairs Interns are also responsible for managing client feedback and generating Feedback Reports.

Additional responsibilities of an External Affairs intern could include, but are not limited to, the following:

- Track the types of projects that are relayed to DME interns
- Market DME team's services to other governmental agencies
- Actively updating the contact list by detailing the name, position, and department of each department leader
- Analyze client feedback for future improvements

With over 300 fellow interns, the Department of Veterans Affairs' Digital Media Engagement Team internship is one of the largest programs under VSFS. If you want to join a team that is well structured, provides constant resume-building tips and networking opportunities, apply now!

Required Skills or Interests

Skill(s)
Editing and proofreading
Marketing
Writing

Additional Information

For more information about interning with the Department of Veterans Affairs' Digital Media Engagement Team VSFS Internship program, please visit https://dmeinterns.org/.

Language Requirements

None